



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

October 1, 2008

Mr. Robert Trent, CEO
Seventh Velocity
418 Broad Street
Nevada City, CA 95959

Dear Mr. Trent:

RE: **FINAL MONITORING VISIT REPORT** for Seventh Velocity – **ET07-0421**

| | |
|-------------------------------|---|
| Date of the Visit: | September 10, 2008 |
| Beginning/Ending Time: | 10:00 am – 10:20 am |
| Date of Last Visit: | January 10, 2008 |
| Visit Location: | Sacramento |
| Persons in attendance: | Robert Trent, CEO and Kristie Ohta, Program Analyst, from ETP |
| Action Required: | NO |

| | | | |
|---|------------------------------|-----------------------------|---------|
| Term of Agreement: | June 5, 2007 June 4, 2008 | Agreement Amount: | \$1,320 |
| Training Start Date: | July 1, 2007 | No. to Retain: | 3 |
| Date Training must be Completed: | March 31, 2008 | Range of Hours: | 8 - 20 |
| Type of Trainee: | Retrainee | Weighted Ave. Hours: | 20 |

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on 06/20/2007 and training began on 07/01/07. You reported that during the term of this Agreement, no ETP Funded training took place. Mr. Trent advised Ms. Ohta that he would be attending some training through Sierra Business Counsel, and asked if this ETP Agreement could be extended to receive reimbursement for training. Ms. Ohta advised Mr. Trent that the Agreement could not be extended for him to receive training through Sierra Business Counsel, which has its own ETP Agreement.

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

Mr. Trent is interested in another ETP Agreement to provide training for himself and his two staff members. Ms. Ohta advised Mr. Trent since Sierra Business Counsel is an ETP Agreement holder, and if they are providing the training Mr. Trent and his staff need, it would be best go through them for the training. By doing so, it would eliminate any ETP administration on his part. However, if there are additional training courses Mr. Trent would like to provide and it is not covered by Sierra Business Counsel, Ms. Ohta would be more than happy to write another ETP Agreement on his behalf, although the contract could not exceed \$1,320.

This will be the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 0 (0% percent of planned retentions) trainees for a total reimbursement of \$0 (0 percent of the encumbered amount).

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

| | | | |
|---|-------|-----------------------------|-------|
| Trainees Started Training: | - 0 - | Completed Retention: | - 0 - |
| Dropped Following Enrollment: | - 0 - | In Retention Period: | - 0 - |
| Completed Minimum Hours for reimbursement: | - 0 - | Awaiting Placement: | - 0 - |
| Completed Training: | - 0 - | | |

ATTENDANCE ROSTERS / INVOICES / INTERVIEWS:

Ms. Ohta did not conduct any interviews, review any rosters, and invoices during this Agreement, since no training was performed during the term of the Agreement.

AUDIT:

Seventh Velocity, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding this report, please contact your program analyst Kristie Ohta, at 916.327.5586 or kohta@etp.ca.gov .

Sincerely,

A handwritten signature in black ink that reads "Ruby Cohen". The script is fluid and cursive, with the first name "Ruby" and last name "Cohen" clearly legible.

Ruby Cohen, Manager
Sacramento Regional Office

A handwritten signature in black ink that reads "Kristie Ohta". The script is fluid and cursive, with the first name "Kristie" and last name "Ohta" clearly legible.

Kristie Ohta, Program Analyst
Sacramento Regional Office

cc: David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File